

**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 01/13/2011**Time:** 11:13:17**Program:** Administration**Reporting level:** 03-110-100-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

Program Statistics are reported by the five divisions of OMB that report to Administration

**Explanation of Program Costs**

Major program costs include \$1,337,138 for Prairie Public Broadcasting, \$700,000 for the state contingency fund, \$200,000 for the Student Internship Program, statewide dues of \$ 460,000 , \$151,000 for the Commission on Uniform State

Laws dues and travels costs, funding for the Boys and Girls Clubworks, and salaries for two employees. In addition, \$1,500,000 of salary and benefits are related to unemployment benefits, which are paid from special funds

**Program Goals and Objectives**

The Office of Management and Budget provides innovative leadership and support to state government.

# REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Administration Reporting Level: 03-110-100-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>Salaries and Wages</b>					
Salaries - Permanent	308,690	433,730	(47,394)	386,336	0
Salary Budget Adjustment	0	0	1,500,000	1,500,000	0
Temporary Salaries	0	0	0	0	40,000
Fringe Benefits	1,039,586	1,607,468	(1,509,426)	98,042	0
<b>Total</b>	<b>1,348,276</b>	<b>2,041,198</b>	<b>(56,820)</b>	<b>1,984,378</b>	<b>40,000</b>

## Salaries and Wages

General Fund	388,006	541,198	(56,820)	484,378	40,000
Federal Funds	0	0	0	0	0
Special Funds	960,270	1,500,000	0	1,500,000	0
<b>Total</b>	<b>1,348,276</b>	<b>2,041,198</b>	<b>(56,820)</b>	<b>1,984,378</b>	<b>40,000</b>

## Operating Expenses

Travel	50,208	100,300	0	100,300	(1,000)
Supplies - IT Software	2,182	1,500	1,500	3,000	0
Supply/Material-Professional	1,700	1,000	0	1,000	0
Miscellaneous Supplies	0	11,200	(10,000)	1,200	0
Office Supplies	17,787	23,200	(13,000)	10,200	(1,700)
Postage	10,715	11,000	0	11,000	0
Printing	7,894	24,500	(15,000)	9,500	0
IT Equip Under \$5,000	3,886	2,500	0	2,500	0
Other Equip Under \$5,000	614	2,300	0	2,300	0
Insurance	350	300	0	300	0
Repairs	0	1,500	0	1,500	0
IT - Data Processing	6,550	4,400	0	4,400	0
IT - Communications	4,866	3,822	500	4,322	(323)
Professional Development	495,095	540,700	0	540,700	0
Operating Fees and Services	140	50,100	(50,000)	100	5,000
Fees - Professional Services	25,668	50,000	(5,000)	45,000	(10,000)
<b>Total</b>	<b>627,655</b>	<b>828,322</b>	<b>(91,000)</b>	<b>737,322</b>	<b>(8,023)</b>

## Operating Expenses

General Fund	625,378	803,322	(91,000)	712,322	(8,023)
Federal Funds	0	0	0	0	0
Special Funds	2,277	25,000	0	25,000	0
<b>Total</b>	<b>627,655</b>	<b>828,322</b>	<b>(91,000)</b>	<b>737,322</b>	<b>(8,023)</b>

## Emergency Commission Contingency Fd

**REQUEST DETAIL BY PROGRAM****110 Office of Management and Budget****Biennium: 2011-2013****Bill#: SB2015****Date:** 01/13/2011**Time:** 11:13:17

<b>Program: Administration</b>		<b>Reporting Level: 03-110-100-00-00-00-00000000</b>			
<b>Description</b>	<b>Expenditures 2007-2009 Biennium</b>	<b>Present Budget 2009-2011</b>	<b>Budget Request Change</b>	<b>Requested Budget 2011-2013 Biennium</b>	<b>Optional Request 2011-2013</b>
Operating Fees and Services	262,168	681,579	18,421	700,000	0
<b>Total</b>	<b>262,168</b>	<b>681,579</b>	<b>18,421</b>	<b>700,000</b>	<b>0</b>
<b>Emergency Commission Contingency Fd</b>					
General Fund	262,168	681,579	18,421	700,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>262,168</b>	<b>681,579</b>	<b>18,421</b>	<b>700,000</b>	<b>0</b>
<b>Grants</b>					
Grants, Benefits & Claims	54,000	430,000	(375,000)	55,000	0
<b>Total</b>	<b>54,000</b>	<b>430,000</b>	<b>(375,000)</b>	<b>55,000</b>	<b>0</b>
<b>Grants</b>					
General Fund	54,000	430,000	(375,000)	55,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>54,000</b>	<b>430,000</b>	<b>(375,000)</b>	<b>55,000</b>	<b>0</b>
<b>Prairie Public Broadcasting</b>					
Grants, Benefits & Claims	2,023,138	3,353,338	(2,016,200)	1,337,138	1,889,902
<b>Total</b>	<b>2,023,138</b>	<b>3,353,338</b>	<b>(2,016,200)</b>	<b>1,337,138</b>	<b>1,889,902</b>
<b>Prairie Public Broadcasting</b>					
General Fund	2,023,138	2,345,238	(1,008,100)	1,337,138	1,889,902
Federal Funds	0	0	0	0	0
Special Funds	0	1,008,100	(1,008,100)	0	0
<b>Total</b>	<b>2,023,138</b>	<b>3,353,338</b>	<b>(2,016,200)</b>	<b>1,337,138</b>	<b>1,889,902</b>
<b>Centers of Excellence</b>					
Professional Development	3,060	0	0	0	0
Operating Fees and Services	16,500	0	0	0	0
Fees - Professional Services	7,269	0	0	0	0
Transfers Out	7,786,459	0	0	0	0
Operating Transfers to CU	566,171	0	0	0	0
<b>Total</b>	<b>8,379,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Centers of Excellence**

**REQUEST DETAIL BY PROGRAM****110 Office of Management and Budget****Biennium: 2011-2013****Bill#: SB2015****Date:** 01/13/2011**Time:** 11:13:17

<b>Program: Administration</b>		<b>Reporting Level: 03-110-100-00-00-00-00000000</b>			
<b>Description</b>	<b>Expenditures 2007-2009 Biennium</b>	<b>Present Budget 2009-2011</b>	<b>Budget Request Change</b>	<b>Requested Budget 2011-2013 Biennium</b>	<b>Optional Request 2011-2013</b>
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	8,379,459	0	0	0	0
<b>Total</b>	<b>8,379,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Student Internship Program</b>					
Transfers Out	0	182,866	17,134	200,000	(20,000)
<b>Total</b>	<b>0</b>	<b>182,866</b>	<b>17,134</b>	<b>200,000</b>	<b>(20,000)</b>
<b>Student Internship Program</b>					
General Fund	0	182,866	17,134	200,000	(20,000)
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>182,866</b>	<b>17,134</b>	<b>200,000</b>	<b>(20,000)</b>
<b>Heritage Center Expansion Project</b>					
Travel	2,768	0	0	0	0
Supplies - IT Software	81	0	0	0	0
Supply/Material-Professional	324	0	0	0	0
Food and Clothing	629	0	0	0	0
Bldg, Ground, Maintenance	6	0	0	0	0
Office Supplies	86	0	0	0	0
Printing	1,681	0	0	0	0
Other Equip Under \$5,000	500	0	0	0	0
Professional Development	619	0	0	0	0
Operating Fees and Services	156	0	0	0	0
Fees - Professional Services	863,829	0	0	0	0
<b>Total</b>	<b>870,679</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Heritage Center Expansion Project</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	870,679	0	0	0	0
<b>Total</b>	<b>870,679</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>State Transfers</b>					
Transfers Out	49,400,000	37,000,000	(37,000,000)	0	0
<b>Total</b>	<b>49,400,000</b>	<b>37,000,000</b>	<b>(37,000,000)</b>	<b>0</b>	<b>0</b>

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: SB2015

Date: 01/13/2011

Biennium: 2011-2013

Time: 11:13:17

Program: Administration		Reporting Level: 03-110-100-00-00-00-00000000			
Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>State Transfers</b>					
General Fund	49,150,000	37,000,000	(37,000,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	250,000	0	0	0	0
<b>Total</b>	<b>49,400,000</b>	<b>37,000,000</b>	<b>(37,000,000)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>62,965,375</b>	<b>44,517,303</b>	<b>(39,503,465)</b>	<b>5,013,838</b>	<b>1,901,879</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>52,502,690</b>	<b>41,984,203</b>	<b>(38,495,365)</b>	<b>3,488,838</b>	<b>1,901,879</b>
<b>Special Funds</b>					
251 Capital Grounds Planning Fund 251	2,277	25,000	0	25,000	0
432 Permanent Oil Tax Trust Fund 432	8,629,459	1,008,100	(1,008,100)	0	0
461 OMB Unemp/Payroll CI Fund 461	960,270	1,500,000	0	1,500,000	0
493 Land and Minereals Trust Fund 493F	870,679	0	0	0	0
<b>Total</b>	<b>10,462,685</b>	<b>2,533,100</b>	<b>(1,008,100)</b>	<b>1,525,000</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>62,965,375</b>	<b>44,517,303</b>	<b>(39,503,465)</b>	<b>5,013,838</b>	<b>1,901,879</b>
<b>FTE Employees</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget

Bill#: SB2015

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Biennium: 2011-2013

Program: Administration			Reporting Level: 03-110-100-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes****One Time Budget Changes**

A-E 1 Remove Current Biennium One-Time Appropriations		0.00	(1,484,100)	0	(1,008,100)	(2,492,200)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(1,484,100)</b>	<b>0</b>	<b>(1,008,100)</b>	<b>(2,492,200)</b>

**Ongoing Budget Changes**

A-A 6 Administration		0.00	(36,954,445)	0	1,500,000	(35,454,445)
Base Payroll Change		0.00	(56,820)	0	(1,500,000)	(1,556,820)
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>(37,011,265)</b>	<b>0</b>	<b>0</b>	<b>(37,011,265)</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>(38,495,365)</b>	<b>0</b>	<b>(1,008,100)</b>	<b>(39,503,465)</b>

**Optional Budget Changes****One Time Optional Changes**

A-D 10 ND Anniversary Coordinator	10	0.00	50,000	0	0	50,000
A-D 12 Prairie Public Broadcasting	12	0.00	1,939,902	0	0	1,939,902
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>1,989,902</b>	<b>0</b>	<b>0</b>	<b>1,989,902</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>1,989,902</b>	<b>0</b>	<b>0</b>	<b>1,989,902</b>

**Optional Savings Changes**

A-G 1 3% Optional Savings	1	0.00	(88,023)	0	0	(88,023)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(88,023)</b>	<b>0</b>	<b>0</b>	<b>(88,023)</b>

**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 01/13/2011**Time:** 11:13:17**Program:** Facility Management**Reporting level:** 03-110-200-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level

**Program Statistical Data**

The Facility Management tour guides provided tours to visitors from July 1, 2009 through June 30, 2010. Visits by tourists including guided, self-guided and visitors signing the visitor's book totaled 13,745.

Facility Management is on schedule to complete all extraordinary repairs for the biennium.

The Central Mail Bureau processed approximately 809,696 pieces of mail in the year 2010 with shipping and postage charges totaling \$537,612.

During the fiscal year 2010, Facility Management has completed 3,845 work orders. Our goal is to respond to each work order within one hour.

**Explanation of Program Costs**

Approximately 48% of Facility Management's budget is for salaries because all of the functions of the division depend on personnel to provide services. The second highest budget item for the division is for utilities for the Capitol Complex. This expense accounts for 63% the division's operating line item. Extraordinary repairs are another significant portion of the budget accounting for 14% of the overall budget. These extraordinary repairs are for improvements, restorations and repairs of the buildings and grounds on the Capitol complex.

**Program Goals and Objectives**

The mission of Facility Management is to provide a clean and safe environment with friendly, respectful and efficient service to all who use the North Dakota Capitol Complex.

**REQUEST DETAIL BY PROGRAM**
**110 Office of Management and Budget**
**Biennium: 2011-2013**
**Bill#: SB2015**
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**Program:** Facility Management **Reporting Level:** 03-110-200-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>Salaries and Wages</b>					
Salaries - Permanent	3,299,141	3,711,244	177,525	3,888,769	0
Salary Budget Adjustment	0	0	0	0	103,941
Temporary Salaries	133,699	105,500	(43,256)	62,244	41,000
Overtime	66,748	18,400	1,520	19,920	0
Fringe Benefits	1,530,154	1,913,322	91,892	2,005,214	4,100
<b>Total</b>	<b>5,029,742</b>	<b>5,748,466</b>	<b>227,681</b>	<b>5,976,147</b>	<b>149,041</b>
<b>Salaries and Wages</b>					
General Fund	5,029,742	5,748,466	123,739	5,872,205	149,041
Federal Funds	0	0	0	0	0
Special Funds	0	0	103,942	103,942	0
<b>Total</b>	<b>5,029,742</b>	<b>5,748,466</b>	<b>227,681</b>	<b>5,976,147</b>	<b>149,041</b>
<b>Operating Expenses</b>					
Travel	40,443	38,000	0	38,000	0
Supplies - IT Software	20,453	9,000	0	9,000	0
Supply/Material-Professional	828	1,000	0	1,000	0
Food and Clothing	7,584	11,000	0	11,000	525
Bldg, Ground, Maintenance	425,281	486,000	(16,000)	470,000	(32,675)
Miscellaneous Supplies	16,492	20,900	0	20,900	0
Office Supplies	6,683	1,000	0	1,000	525
Postage	6,072	9,000	0	9,000	0
Printing	4,855	7,200	0	7,200	0
IT Equip Under \$5,000	11,097	9,000	0	9,000	3,150
Other Equip Under \$5,000	13,454	12,800	0	12,800	0
Office Equip & Furn Supplies	799	1,500	0	1,500	5,250
Utilities	2,160,208	2,488,173	(32,000)	2,456,173	146,875
Insurance	120,352	160,000	(30,000)	130,000	6,300
Rentals/Leases-Equip & Other	72,593	64,000	0	64,000	0
Repairs	334,650	505,000	0	505,000	(50,000)
IT - Data Processing	69,021	65,000	0	65,000	2,625
IT - Communications	38,042	40,000	0	40,000	1,575
IT Contractual Svcs and Rprs	0	10,000	0	10,000	0
Professional Development	20,025	18,000	0	18,000	0
Operating Fees and Services	15,514	8,600	0	8,600	0
Fees - Professional Services	25,563	36,500	0	36,500	0
<b>Total</b>	<b>3,410,009</b>	<b>4,001,673</b>	<b>(78,000)</b>	<b>3,923,673</b>	<b>84,150</b>

**REQUEST DETAIL BY PROGRAM**
**110 Office of Management and Budget**
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Program: Facility Management		Reporting Level: 03-110-200-00-00-00-00000000			
Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>Operating Expenses</b>					
General Fund	3,410,009	4,001,673	(78,000)	3,923,673	84,150
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>3,410,009</b>	<b>4,001,673</b>	<b>(78,000)</b>	<b>3,923,673</b>	<b>84,150</b>
<b>Capital Assets</b>					
Other Capital Payments	203,054	665,298	(155)	665,143	0
Extraordinary Repairs	2,587,831	4,409,000	(2,731,000)	1,678,000	5,650,815
Equipment Over \$5000	18,605	118,000	(51,000)	67,000	(67,000)
<b>Total</b>	<b>2,809,490</b>	<b>5,192,298</b>	<b>(2,782,155)</b>	<b>2,410,143</b>	<b>5,583,815</b>
<b>Capital Assets</b>					
General Fund	2,317,702	5,192,298	(2,782,155)	2,410,143	2,583,815
Federal Funds	0	0	0	0	0
Special Funds	491,788	0	0	0	3,000,000
<b>Total</b>	<b>2,809,490</b>	<b>5,192,298</b>	<b>(2,782,155)</b>	<b>2,410,143</b>	<b>5,583,815</b>
<b>Capital Construction Carryover</b>					
Fees - Professional Services	0	629,320	(629,320)	0	0
Extraordinary Repairs	365,059	1,180,351	(1,180,351)	0	0
<b>Total</b>	<b>365,059</b>	<b>1,809,671</b>	<b>(1,809,671)</b>	<b>0</b>	<b>0</b>
<b>Capital Construction Carryover</b>					
General Fund	0	1,180,351	(1,180,351)	0	0
Federal Funds	0	0	0	0	0
Special Funds	365,059	629,320	(629,320)	0	0
<b>Total</b>	<b>365,059</b>	<b>1,809,671</b>	<b>(1,809,671)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>11,614,300</b>	<b>16,752,108</b>	<b>(4,442,145)</b>	<b>12,309,963</b>	<b>5,817,006</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>10,757,453</b>	<b>16,122,788</b>	<b>(3,916,767)</b>	<b>12,206,021</b>	<b>2,817,006</b>
<b>Special Funds</b>					
298 OMB Debt Financing Fund	365,059	0	0	0	0

**REQUEST DETAIL BY PROGRAM****110 Office of Management and Budget****Biennium: 2011-2013****Bill#: SB2015****Date:** 01/13/2011**Time:** 11:13:17

<b>Program:</b> Facility Management		<b>Reporting Level:</b> 03-110-200-00-00-00-00000000			
<b>Description</b>	<b>Expenditures 2007-2009 Biennium</b>	<b>Present Budget 2009-2011</b>	<b>Budget Request Change</b>	<b>Requested Budget 2011-2013 Biennium</b>	<b>Optional Request 2011-2013</b>
493 Land and Minereals Trust Fund 493F	0	629,320	(629,320)	0	0
790 Central Dup Serv Fund 790	0	0	103,942	103,942	0
902 Capitol Renovation Fund 902	491,788	0	0	0	3,000,000
<b>Total</b>	<b>856,847</b>	<b>629,320</b>	<b>(525,378)</b>	<b>103,942</b>	<b>3,000,000</b>
<b>Total Funding Sources</b>	<b>11,614,300</b>	<b>16,752,108</b>	<b>(4,442,145)</b>	<b>12,309,963</b>	<b>5,817,006</b>
<b>FTE Employees</b>	<b>61.00</b>	<b>61.00</b>	<b>1.50</b>	<b>62.50</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

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Bill#: SB2015

Date: 01/13/2011

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Program: Facility Management			Reporting Level: 03-110-200-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes****One Time Budget Changes**

A-E 1 Remove Current Biennium One-Time Appropriations		0.00	(2,850,000)	0	(629,320)	(3,479,320)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(2,850,000)</b>	<b>0</b>	<b>(629,320)</b>	<b>(3,479,320)</b>

**Ongoing Budget Changes**

A-A 1 Facility Management		0.00	2,332,143	0	0	2,332,143
A-F 1 Remove Current Biennium Capital Assets		0.00	(3,522,649)	0	0	(3,522,649)
Base Payroll Change		1.50	123,739	0	103,942	227,681
<b>Total Ongoing Budget Changes</b>		<b>1.50</b>	<b>(1,066,767)</b>	<b>0</b>	<b>103,942</b>	<b>(962,825)</b>
<b>Total Base Budget Changes</b>		<b>1.50</b>	<b>(3,916,767)</b>	<b>0</b>	<b>(525,378)</b>	<b>(4,442,145)</b>

**Optional Budget Changes****One Time Optional Changes**

A-D 4 Exterior Signage for Capital Grounds	4	0.00	0	0	400,000	400,000
A-D 5 Capitol Restoration	5	0.00	0	0	1,000,000	1,000,000
A-D 6 Capitol Cafe and Hallway Remodel	6	0.00	0	0	700,000	700,000
A-D 7 Capitol South Entrance Remodeling	7	0.00	0	0	900,000	900,000
A-D 9 Capitol Envelope	9	0.00	2,800,000	0	0	2,800,000
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>2,800,000</b>	<b>0</b>	<b>3,000,000</b>	<b>5,800,000</b>

**Ongoing Optional Changes**

A-C 2 Heritage Center Expansion	2	0.00	383,191	0	0	383,191
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>383,191</b>	<b>0</b>	<b>0</b>	<b>383,191</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>3,183,191</b>	<b>0</b>	<b>3,000,000</b>	<b>6,183,191</b>

**Optional Savings Changes**

A-G 1 3% Optional Savings	1	0.00	(366,185)	0	0	(366,185)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(366,185)</b>	<b>0</b>	<b>0</b>	<b>(366,185)</b>

**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 01/13/2011**Time:** 11:13:17**Program:** Fiscal Management**Reporting level:** 03-110-300-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

Fiscal Management serves 92 state agencies, including colleges and universities.

The division processes approximately 300,000 accounting transactions and 110,000 payroll checks and advices each year.

The division manages 2,991 active Procurement cards, which results in approximately 111,226 transactions totaling \$31.4 million per year.

The division has received the GFOA's (Government Finance Officer's Association of the United States and Canada) Distinguished Budget Presentation Award for its past 9 biennial budget documents.

The division has received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the past 19 years.

**Explanation of Program Costs**

Eighty nine percent (89%) of the budget for the Fiscal Management Division falls into two categories--data processing and salaries. All functions of the division depend on technology and people. Other large expenses include IT consultants and other professional consultants. Consultants are hired for revenue forecasting, cost allocation, updating and maintenance of BARS, implementation of Peoplesoft accounting and payroll modules, and assistance in completing the Statewide Comprehensive Annual Financial Report (CAFR).

**Program Goals and Objectives**

The mission of Fiscal Management is to provide our customers responsive guidance and knowledgeable management in fiscal operations.

# REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Fiscal Management Reporting Level: 03-110-300-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>Salaries and Wages</b>					
Salaries - Permanent	2,194,970	2,631,172	60,423	2,691,595	0
Temporary Salaries	20,788	60,000	0	60,000	0
Overtime	360	0	0	0	0
Fringe Benefits	682,553	892,395	(16,179)	876,216	0
<b>Total</b>	<b>2,898,671</b>	<b>3,583,567</b>	<b>44,244</b>	<b>3,627,811</b>	<b>0</b>
<b>Salaries and Wages</b>					
General Fund	2,898,671	3,583,567	44,244	3,627,811	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>2,898,671</b>	<b>3,583,567</b>	<b>44,244</b>	<b>3,627,811</b>	<b>0</b>
<b>Operating Expenses</b>					
Travel	59,549	60,000	0	60,000	0
Supplies - IT Software	90,816	8,000	0	8,000	0
Supply/Material-Professional	3,165	16,000	0	16,000	0
Food and Clothing	0	100	0	100	0
Bldg, Ground, Maintenance	0	500	0	500	0
Miscellaneous Supplies	1,373	2,000	0	2,000	0
Office Supplies	2,702	3,000	0	3,000	0
Postage	174	1,500	0	1,500	0
Printing	76,318	80,000	0	80,000	0
IT Equip Under \$5,000	14,939	35,000	0	35,000	0
Other Equip Under \$5,000	0	2,000	0	2,000	0
Office Equip & Furn Supplies	12,344	5,000	0	5,000	0
Insurance	2,121	2,000	0	2,000	0
Repairs	0	2,060	0	2,060	0
IT - Data Processing	1,538,000	3,271,656	26,506	3,298,162	940,926
IT - Communications	24,497	20,000	3,500	23,500	0
IT Contractual Svcs and Rprs	197,094	1,326,053	(1,000,000)	326,053	0
Professional Development	69,121	78,000	0	78,000	0
Operating Fees and Services	7,308	11,770	0	11,770	0
Fees - Professional Services	216,544	220,000	0	220,000	0
<b>Total</b>	<b>2,316,065</b>	<b>5,144,639</b>	<b>(969,994)</b>	<b>4,174,645</b>	<b>940,926</b>
<b>Operating Expenses</b>					
General Fund	2,316,065	5,144,639	(969,994)	4,174,645	640,926
Federal Funds	0	0	0	0	300,000

# REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Fiscal Management Reporting Level: 03-110-300-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
Special Funds	0	0	0	0	0
<b>Total</b>	<b>2,316,065</b>	<b>5,144,639</b>	<b>(969,994)</b>	<b>4,174,645</b>	<b>940,926</b>

## Fiscal Management Carryover

Supplies - IT Software	583,271	0	0	0	0
Printing	0	2,000	(2,000)	0	0
IT - Data Processing	466,695	1,000,000	(1,000,000)	0	0
IT Contractual Svcs and Rprs	590,236	574,875	(574,875)	0	0
Professional Development	1,068	0	0	0	0
Operating Fees and Services	0	500	(500)	0	0
<b>Total</b>	<b>1,641,270</b>	<b>1,577,375</b>	<b>(1,577,375)</b>	<b>0</b>	<b>0</b>

## Fiscal Management Carryover

General Fund	1,641,270	1,577,375	(1,577,375)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>1,641,270</b>	<b>1,577,375</b>	<b>(1,577,375)</b>	<b>0</b>	<b>0</b>

## Federal Stimulus Funds

Salaries - Permanent	0	70,000	(70,000)	0	0
Fringe Benefits	0	20,000	(20,000)	0	0
Travel	1,070	16,000	(16,000)	0	0
IT - Data Processing	4,743	420,000	(420,000)	0	0
IT Contractual Svcs and Rprs	0	30,000	(30,000)	0	0
Professional Development	0	100	(100)	0	0
Operating Fees and Services	0	127,581	(127,581)	0	0
<b>Total</b>	<b>5,813</b>	<b>683,681</b>	<b>(683,681)</b>	<b>0</b>	<b>0</b>

## Federal Stimulus Funds

General Fund	0	0	0	0	0
Federal Funds	5,813	683,681	(683,681)	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>5,813</b>	<b>683,681</b>	<b>(683,681)</b>	<b>0</b>	<b>0</b>

## Total Expenditures

<b>6,861,819</b>	<b>10,989,262</b>	<b>(3,186,806)</b>	<b>7,802,456</b>	<b>940,926</b>
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## Funding Sources

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Fiscal Management		Reporting Level: 03-110-300-00-00-00-00000000			
Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>General Fund</b>					
<b>Total</b>	<b>6,856,006</b>	<b>10,305,581</b>	<b>(2,503,125)</b>	<b>7,802,456</b>	<b>640,926</b>
<b>Federal Funds</b>					
G213 ARRA	5,813	683,681	(683,681)	0	300,000
<b>Total</b>	<b>5,813</b>	<b>683,681</b>	<b>(683,681)</b>	<b>0</b>	<b>300,000</b>
<b>Total Funding Sources</b>	<b>6,861,819</b>	<b>10,989,262</b>	<b>(3,186,806)</b>	<b>7,802,456</b>	<b>940,926</b>
<b>FTE Employees</b>	<b>22.00</b>	<b>22.00</b>	<b>(1.00)</b>	<b>21.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget  
Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Fiscal Management			Reporting Level: 03-110-300-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes****One Time Budget Changes**

A-E 1 Remove Current Biennium One-Time Appropriations		0.00	(1,000,000)	0	0	(1,000,000)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(1,000,000)</b>	<b>0</b>	<b>0</b>	<b>(1,000,000)</b>

**Ongoing Budget Changes**

A-A 5 Fiscal Management		0.00	(1,547,369)	(593,681)	0	(2,141,050)
Base Payroll Change		(1.00)	44,244	(90,000)	0	(45,756)
<b>Total Ongoing Budget Changes</b>		<b>(1.00)</b>	<b>(1,503,125)</b>	<b>(683,681)</b>	<b>0</b>	<b>(2,186,806)</b>
<b>Total Base Budget Changes</b>		<b>(1.00)</b>	<b>(2,503,125)</b>	<b>(683,681)</b>	<b>0</b>	<b>(3,186,806)</b>

**Optional Budget Changes****One Time Optional Changes**

A-D 11 Continued ARRA funding	11	0.00	0	300,000	0	300,000
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>

**Ongoing Optional Changes**

A-C 1 Fiscal Management -IT Costs	1	0.00	875,000	0	0	875,000
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>875,000</b>	<b>0</b>	<b>0</b>	<b>875,000</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>875,000</b>	<b>300,000</b>	<b>0</b>	<b>1,175,000</b>

**Optional Savings Changes**

A-G 1 3% Optional Savings	1	0.00	(234,074)	0	0	(234,074)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(234,074)</b>	<b>0</b>	<b>0</b>	<b>(234,074)</b>

**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 01/13/2011**Time:** 11:13:17**Program:** Human Resource Mgmt Service**Reporting level:** 03-110-400-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the Agency level.

**Program Statistical Data**Classification and Compensation

- HRMS maintains a classification/compensation system with 922 job classifications.
- 64 of those job classifications were reviewed and updated, or newly established.
- 749 individual employee positions were reviewed for appropriate classification assignment.
- 59 requests for reconsideration were reviewed by committee.
- 26 classification appeals were submitted to the State Personnel Board.

Employment Services

- State employment information through the HRMS website includes 940 job announcements were posted to the website and 2,351 individuals subscribed to automatic e-mail notification of all job announcements as they are posted to the web.
- Coordinated placement of 813 'State of North Dakota' combined ads in 4 major newspapers.
- Rated 771 applications for 31 positions and conducted 12 interviews for 3 positions..
- Participated in 3 career fairs and completed 1 mediation..
- Processed 9 appeals to be heard by the Office of Administrative Hearings; 4 were dismissed, 4 are pending decisions.
- Conducted 3 State Personnel board meetings to address classification appeals.
- Coordinated 5 executive orientations.
- Working with 142 ELM learning administrators; 56 have completed the 2 day training course and 21 have completed the modified short course.

Training and Development

- HRMS coordinated 42 different training courses in 141 sessions for 4,911 individuals.
- Supervisory Management Development continues to be one of the most popular classes, training 100 employees in Part 1 and 11.

**Explanation of Program Costs**

92 percent of HRMS' program costs are for salaries. Operating expenses account for 8 percent of HRMS' program costs with IT and professional development being the primary items. Operating expenses focus on the service provided to agencies through printing, web site, and maintaining staff expertise. Staff is encouraged to participate in programs and organizations contributing directly to HRMS' ability to provide management consulting to agencies.

**Program Goals and Objectives**

Human Resource Management Services mission is to provide leadership and expertise in human resource management.

# REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Human Resource Mgmt Service Reporting Level: 03-110-400-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
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## Salaries and Wages

Salaries - Permanent	1,085,710	1,317,409	87,311	1,404,720	0
Temporary Salaries	3,452	500	376	876	0
Overtime	221	0	0	0	0
Fringe Benefits	333,181	463,735	17,153	480,888	0
<b>Total</b>	<b>1,422,564</b>	<b>1,781,644</b>	<b>104,840</b>	<b>1,886,484</b>	<b>0</b>

## Salaries and Wages

General Fund	1,422,564	1,781,644	104,840	1,886,484	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>1,422,564</b>	<b>1,781,644</b>	<b>104,840</b>	<b>1,886,484</b>	<b>0</b>

## Operating Expenses

Travel	20,923	21,554	0	21,554	(15,000)
Supplies - IT Software	3,165	4,000	(2,000)	2,000	0
Supply/Material-Professional	4,583	6,000	0	6,000	0
Miscellaneous Supplies	1,412	5,000	(2,000)	3,000	(2,000)
Office Supplies	3,180	4,800	0	4,800	0
Postage	1,183	3,000	(1,000)	2,000	0
Printing	5,308	16,440	(6,000)	10,440	(6,168)
IT Equip Under \$5,000	6,098	7,000	0	7,000	(2,000)
Office Equip & Furn Supplies	1,750	4,000	0	4,000	(3,000)
Insurance	1,291	1,400	(480)	920	0
Rentals/Leases-Equip & Other	100	500	0	500	0
Rentals/Leases - Bldg/Land	2,231	1,000	0	1,000	0
Repairs	89	500	0	500	0
IT - Data Processing	33,411	56,831	(22,041)	34,790	(10,000)
IT - Communications	9,900	9,500	0	9,500	0
IT Contractual Svcs and Rprs	0	0	0	0	54,000
Professional Development	23,803	25,017	0	25,017	(15,000)
Operating Fees and Services	5,255	8,000	0	8,000	(6,000)
Fees - Professional Services	3,996	4,000	(3,000)	1,000	0
<b>Total</b>	<b>127,678</b>	<b>178,542</b>	<b>(36,521)</b>	<b>142,021</b>	<b>(5,168)</b>

## Operating Expenses

General Fund	127,678	178,542	(36,521)	142,021	(5,168)
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

**Program:** Human Resource Mgmt Service**Reporting Level:** 03-110-400-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
Total	127,678	178,542	(36,521)	142,021	(5,168)
Total Expenditures	1,550,242	1,960,186	68,319	2,028,505	(5,168)
Funding Sources					
General Fund					
Total	1,550,242	1,960,186	68,319	2,028,505	(5,168)
Total Funding Sources	1,550,242	1,960,186	68,319	2,028,505	(5,168)
FTE Employees	10.50	11.50	0.50	12.00	0.00

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Human Resource Mgmt Service			Reporting Level: 03-110-400-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes****One Time Budget Changes**

A-E 1 Remove Current Biennium One-Time Appropriations		0.00	(25,041)	0	0	(25,041)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(25,041)</b>	<b>0</b>	<b>0</b>	<b>(25,041)</b>

**Ongoing Budget Changes**

A-A 2 Human Resource Management Service		0.00	(11,480)	0	0	(11,480)
Base Payroll Change		0.50	104,840	0	0	104,840
<b>Total Ongoing Budget Changes</b>		<b>0.50</b>	<b>93,360</b>	<b>0</b>	<b>0</b>	<b>93,360</b>
<b>Total Base Budget Changes</b>		<b>0.50</b>	<b>68,319</b>	<b>0</b>	<b>0</b>	<b>68,319</b>

**Optional Budget Changes****Ongoing Optional Changes**

A-C 3 HRMS-Software Maintenance	3	0.00	54,000	0	0	54,000
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>54,000</b>	<b>0</b>	<b>0</b>	<b>54,000</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>54,000</b>	<b>0</b>	<b>0</b>	<b>54,000</b>

**Optional Savings Changes**

A-G 1 3% Optional Savings	1	0.00	(59,168)	0	0	(59,168)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(59,168)</b>	<b>0</b>	<b>0</b>	<b>(59,168)</b>

**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 01/13/2011**Time:** 11:13:17**Program:** Risk Management**Reporting level:** 03-110-500-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the Agency level.

**Program Statistical Data**

The Risk Management Fund:

1. Administers an average of 214 claims and lawsuits per year.
2. Incurs annually, on average, \$1,104,517 for claims and expenses (paid and reserved).

The Risk Management Workers Compensation Fund:

1. This single workers compensation account for state agencies \$100,000 deductible program established in 2001 resulted in a premium reduction of approximately \$1,408,451 since its inception.
2. Cost savings created by this program are used to finance the deductible and are passed through to agencies as reductions in premiums, elimination of claim deductibles, and premium dividends.

**Explanation of Program Costs**

This request is all special funds:

1. Salary represents 5 FTEs who provide administrative support and loss control services
2. The operating funds are needed to administer the program.
3. The most significant costs of the program are for excess liability coverage premium, IT services for maintenance of Risk Software programs, and actuarial fees required to determine the financial viability of the Funds and amount of required contributions or premium.

**Program Goals and Objectives**

The mission of the Risk Management Division is to coordinate efficient functions that promote safety and reduce loss resulting from tort liability or employee injury claims.

# REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Risk Management Reporting Level: 03-110-500-00-00-00-00000000

Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
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## Salaries and Wages

Salaries - Permanent	530,266	590,913	25,872	616,785	0
Fringe Benefits	154,651	198,210	7,466	205,676	0
<b>Total</b>	<b>684,917</b>	<b>789,123</b>	<b>33,338</b>	<b>822,461</b>	<b>0</b>

## Salaries and Wages

General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	684,917	789,123	33,338	822,461	0
<b>Total</b>	<b>684,917</b>	<b>789,123</b>	<b>33,338</b>	<b>822,461</b>	<b>0</b>

## Operating Expenses

Travel	21,655	36,000	0	36,000	0
Supplies - IT Software	3,273	10,000	(2,000)	8,000	0
Supply/Material-Professional	16,764	10,000	(1,300)	8,700	0
Miscellaneous Supplies	988	2,000	0	2,000	0
Office Supplies	3,910	5,000	0	5,000	0
Postage	6,156	6,200	0	6,200	0
Printing	7,106	5,200	0	5,200	0
IT Equip Under \$5,000	412	2,700	0	2,700	0
Other Equip Under \$5,000	200	400	0	400	0
Office Equip & Furn Supplies	0	2,500	0	2,500	0
Insurance	738	2,200	(1,200)	1,000	0
Rentals/Leases-Equip & Other	4,459	5,000	0	5,000	0
Rentals/Leases - Bldg/Land	43,600	45,500	3,300	48,800	18,000
Repairs	81	200	0	200	0
IT - Data Processing	68,630	86,000	0	86,000	0
IT - Communications	10,132	7,447	0	7,447	0
IT Contractual Svcs and Rprs	173,913	148,800	56,200	205,000	0
Professional Development	14,507	17,000	0	17,000	0
Operating Fees and Services	667	1,200	0	1,200	0
Fees - Professional Services	71,268	150,000	(50,000)	100,000	2,000
<b>Total</b>	<b>448,459</b>	<b>543,347</b>	<b>5,000</b>	<b>548,347</b>	<b>20,000</b>

## Operating Expenses

General Fund	0	0	0	0	0
Federal Funds	72	0	0	0	0
Special Funds	448,387	543,347	5,000	548,347	20,000
<b>Total</b>	<b>448,459</b>	<b>543,347</b>	<b>5,000</b>	<b>548,347</b>	<b>20,000</b>

# REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Risk Management		Reporting Level: 03-110-500-00-00-00-00000000			
Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
Total Expenditures	1,133,376	1,332,470	38,338	1,370,808	20,000
Funding Sources					
Federal Funds					
G192 Homeland Security Grant	72	0	0	0	0
Total	72	0	0	0	0
Special Funds					
275 Risk Management Workers' Comp Fund	209,433	267,503	7,707	275,210	0
288 State Risk Management Fund 288	923,871	1,064,967	30,631	1,095,598	20,000
Total	1,133,304	1,332,470	38,338	1,370,808	20,000
Total Funding Sources	1,133,376	1,332,470	38,338	1,370,808	20,000
FTE Employees	5.00	5.00	0.00	5.00	0.00

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget

Biennium: 2011-2013

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Program: Risk Management	Reporting Level: 03-110-500-00-00-00-00000000
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Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
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**Base Budget Changes****Ongoing Budget Changes**

A-A 4 Risk Management		0.00	0	0	5,000	5,000
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Base Payroll Change		0.00	0	0	33,338	33,338
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<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>38,338</b>	<b>38,338</b>
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<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>38,338</b>	<b>38,338</b>
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**Optional Budget Changes****Ongoing Optional Changes**

A-C 13 Contingent Relocation Costs	13	0.00	0	0	20,000	20,000
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<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
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<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
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**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 01/13/2011**Time:** 11:13:17**Program:** Central Services**Reporting level:** 03-110-700-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

Central Duplicating Services:

- Annual business volume - \$1,332,832
- Number of print jobs completed – 4,458
- Number of agencies served – average of 56 per month

Central Supply:

- Annual business volume - \$591,105
- Number of items sold to state agencies – 1,232,521

Surplus Property:

- Proceeds from sale of Federal property – \$589,531
- Proceeds from sale of state property – \$273,723
- Number of items transferred through the Law Enforcement Support Office program –639 weapons; and other personal property totaling 1,109,867 annually

State Procurement Office:

- Number of statewide contracts administered – 115, added 8 new contracts
- Number of agency procurement officers trained – 838
- Number of solicitations issued – 137 by OMB, 383 by state agencies; 530 total
- Number of vendors on the PeopleSoft Vendor Database – over 134,000, with approximately 1,250 changes managed each month or 15,000 annually.

**Explanation of Program Costs**

Cost of the special funded programs of Central Duplicating, Central Supply, and Surplus Property include the salaries, facilities, materials, and equipment necessary to deliver these services. Costs incurred by Central Duplicating and Central Supply are recovered from using agencies. Surplus Property's operating costs are recovered from the proceeds generated from the distribution and sales of state-owned and Federal surplus property. Services from the State Procurement Office are provided with general funds.

**Program Goals and Objectives**

The objective of Central Services Division is to support state government by providing our customers with quality products and services, enabling them to accomplish their mission.

**REQUEST DETAIL BY PROGRAM**
**110 Office of Management and Budget**
**Biennium: 2011-2013**
**Bill#: SB2015**
**Date:** 01/13/2011

**Time:** 11:13:17

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00000000			
Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
<b>Salaries and Wages</b>					
Salaries - Permanent	1,901,618	2,308,502	(116,030)	2,192,472	0
Salary Budget Adjustment	0	0	0	0	32,058
Salaries - Other	2,466	5,575	(7)	5,568	0
Temporary Salaries	7,868	57,720	(768)	56,952	0
Overtime	1,546	13,950	(6)	13,944	0
Fringe Benefits	755,572	1,004,675	(33,644)	971,031	0
Reduction In Salary Budget	0	0	0	0	(5,000)
<b>Total</b>	<b>2,669,070</b>	<b>3,390,422</b>	<b>(150,455)</b>	<b>3,239,967</b>	<b>27,058</b>
<b>Salaries and Wages</b>					
General Fund	1,111,999	1,279,683	113,648	1,393,331	27,058
Federal Funds	0	0	0	0	0
Special Funds	1,557,071	2,110,739	(264,103)	1,846,636	0
<b>Total</b>	<b>2,669,070</b>	<b>3,390,422</b>	<b>(150,455)</b>	<b>3,239,967</b>	<b>27,058</b>
<b>Operating Expenses</b>					
Travel	21,732	29,400	(5,000)	24,400	1,900
Supplies - IT Software	14,439	27,397	(3,240)	24,157	(2,000)
Supply/Material-Professional	2,095	3,800	1,000	4,800	0
Food and Clothing	3	0	0	0	0
Bldg, Ground, Maintenance	16,562	22,700	(15,000)	7,700	0
Miscellaneous Supplies	653,260	653,668	142,139	795,807	0
Office Supplies	21,002	154,080	59,920	214,000	0
Postage	7,692	12,000	(2,000)	10,000	(1,000)
Printing	13,290	26,700	(6,700)	20,000	0
IT Equip Under \$5,000	20,747	32,550	(2,550)	30,000	(9,000)
Other Equip Under \$5,000	25,333	28,000	(5,000)	23,000	(4,000)
Office Equip & Furn Supplies	2,233	0	0	0	0
Utilities	31,849	45,000	0	45,000	0
Insurance	4,518	5,150	0	5,150	0
Rentals/Leases-Equip & Other	346,601	423,200	(224,400)	198,800	0
Rentals/Leases - Bldg/Land	140,138	153,800	0	153,800	0
Repairs	409,625	532,600	(2,900)	529,700	0
IT - Data Processing	152,035	156,771	29,004	185,775	(7,113)
IT - Communications	31,699	46,828	(5,908)	40,920	(3,000)
IT Contractual Svcs and Rprs	167	0	0	0	0
Professional Development	18,261	20,470	(2,840)	17,630	(7,000)
Operating Fees and Services	511,829	699,457	(5,000)	694,457	(2,000)

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: SB2015

Date: 01/13/2011

Biennium: 2011-2013

Time: 11:13:17

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00000000			
Description	Expenditures 2007-2009 Biennium	Present Budget 2009-2011	Budget Request Change	Requested Budget 2011-2013 Biennium	Optional Request 2011-2013
Fees - Professional Services	8,516	19,000	(7,000)	12,000	0
<b>Total</b>	<b>2,453,626</b>	<b>3,092,571</b>	<b>(55,475)</b>	<b>3,037,096</b>	<b>(33,213)</b>
<b>Operating Expenses</b>					
General Fund	182,631	188,926	(8,501)	180,425	(33,213)
Federal Funds	0	0	0	0	0
Special Funds	2,270,995	2,903,645	(46,974)	2,856,671	0
<b>Total</b>	<b>2,453,626</b>	<b>3,092,571</b>	<b>(55,475)</b>	<b>3,037,096</b>	<b>(33,213)</b>
<b>Capital Assets</b>					
Extraordinary Repairs	0	78,000	(78,000)	0	0
Equipment Over \$5000	19,697	0	70,000	70,000	0
IT Equip/Sftware Over \$5000	0	0	110,000	110,000	0
<b>Total</b>	<b>19,697</b>	<b>78,000</b>	<b>102,000</b>	<b>180,000</b>	<b>0</b>
<b>Capital Assets</b>					
General Fund	0	78,000	(78,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	19,697	0	180,000	180,000	0
<b>Total</b>	<b>19,697</b>	<b>78,000</b>	<b>102,000</b>	<b>180,000</b>	<b>0</b>
<b>Total Expenditures</b>	<b>5,142,393</b>	<b>6,560,993</b>	<b>(103,930)</b>	<b>6,457,063</b>	<b>(6,155)</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,294,630</b>	<b>1,546,609</b>	<b>27,147</b>	<b>1,573,756</b>	<b>(6,155)</b>
<b>Special Funds</b>					
790 Central Dup Serv Fund 790	3,847,763	5,014,384	(131,077)	4,883,307	0
<b>Total</b>	<b>3,847,763</b>	<b>5,014,384</b>	<b>(131,077)</b>	<b>4,883,307</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>5,142,393</b>	<b>6,560,993</b>	<b>(103,930)</b>	<b>6,457,063</b>	<b>(6,155)</b>
<b>FTE Employees</b>	<b>32.00</b>	<b>31.00</b>	<b>(2.00)</b>	<b>29.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget

Bill#: SB2015

Date: 01/13/2011

Time: 11:13:17

Biennium: 2011-2013

Program: Central Services	Reporting Level: 03-110-700-00-00-00-00000000
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Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
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**Base Budget Changes****Ongoing Budget Changes**

A-A 3 Central Servics		0.00	(8,501)	0	133,026	124,525
A-F 1 Remove Current Biennium Capital Assets		0.00	(78,000)	0	0	(78,000)
Base Payroll Change		(2.00)	113,648	0	(264,103)	(150,455)
<b>Total Ongoing Budget Changes</b>		<b>(2.00)</b>	<b>27,147</b>	<b>0</b>	<b>(131,077)</b>	<b>(103,930)</b>
<b>Total Base Budget Changes</b>		<b>(2.00)</b>	<b>27,147</b>	<b>0</b>	<b>(131,077)</b>	<b>(103,930)</b>

**Optional Budget Changes****Ongoing Optional Changes**

A-C 8 Surplus Property LESO Program	8	0.00	41,058	0	0	41,058
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>41,058</b>	<b>0</b>	<b>0</b>	<b>41,058</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>41,058</b>	<b>0</b>	<b>0</b>	<b>41,058</b>

**Optional Savings Changes**

A-G 1 3% Optional Savings	1	0.00	(47,213)	0	0	(47,213)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(47,213)</b>	<b>0</b>	<b>0</b>	<b>(47,213)</b>